

Pregnancy Leave Checklist

Presented by

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Part I: General Employer Requirements

- ☐ Post PDL notice.
- ☐ Establish a PDL policy in Employee Handbook. Required to be incorporated into any handbook published or updated after August 12, 1995 (a sample is included at the end of this chapter).
- ☐ Suggestion: Prepare forms for pregnancy leave, such as Employee Request for Pregnancy Disability Leave and Certification of Physician or Practitioner (samples included at the end of this chapter).

Part II: Requirements When an Employee Is Pregnant

- ☐ Provide PDL notice when employee informs employer she is pregnant, or any time employee requests this information.
- ☐ Respond to employee's request for PDL, transfer, or accommodation. Response to a leave or transfer request must be as soon as practicable (but no later than 10 calendar days from request) and preferably before leave is to begin. Include in response:
 - Approval of leave and guarantee of return to position;
 - Request for medical certification (may be requested only if required for other temporary disabilities as well);
 - Whether release to return to work will be required (may be required only if required for other temporary disabilities as well);
 - Effect of leave on benefits, pay seniority, etc.
- ☐ Provide employee with a copy of DE 2515 pamphlet regarding state disability insurance (available from EDD).
- ☐ Provide employee with Notice to Employee as to Change in Relationship documenting the employee's leave of absence at the time leave begins (a sample is included at the end of Chapter 10).